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|---|--|----------------------------------|--|---|--|---|--|
| AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT | | | | 1. CONTRACT ID CODE Y | | PAGE OF PAGES 1 14 | |
| 2. AMENDMENT/MODIFICATION NO. 0016 | | 3. EFFECTIVE DATE 26-Oct-2005 | | 4. REQUISITION/PURCHASE REQ. NO. W81W3G-0A76-0002 | | 5. PROJECT NO.(If applicable) | |
| 6. ISSUED BY USAED - BALTIMORE 10 SOUTH HOWARD STREET BALTIMORE MD 21201 | | CODE W912DR | | 7. ADMINISTERED BY (If other than item 6) See Item 6 | | CODE | |
| 8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) | | | | X | | 9A. AMENDMENT OF SOLICITATION NO. W912DR-05-R-0002 | |
| | | | | X | | 9B. DATED (SEE ITEM 11) 31-Mar-2005 | |
| | | | | | | 10A. MOD. OF CONTRACT/ORDER NO. | |
| | | | | | | 10B. DATED (SEE ITEM 13) | |
| CODE | | FACILITY CODE | | | | | |
| 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS | | | | | | | |
| <input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified. | | | | | | | |
| 12. ACCOUNTING AND APPROPRIATION DATA (If required) | | | | | | | |
| 13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14. | | | | | | | |
| A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. | | | | | | | |
| B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B). | | | | | | | |
| C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: | | | | | | | |
| D. OTHER (Specify type of modification and authority) | | | | | | | |
| E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office. | | | | | | | |
| 14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) The Request for Proposals for W912DR-05-R-0002, Public-Private Competition for the U.S. Army Corps of Engineers, Engineer Research and Development Center, Directorate of Public Works function, is hereby amended per the attached Summary of Changes. The proposal due date of 10 November 2005 at 4:00pm (1600 hours) is not extended. | | | | | | | |
| Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect. | | | | | | | |
| 15A. NAME AND TITLE OF SIGNER (Type or print) | | | | 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) | | | |
| | | | | TEL: _____ EMAIL: _____ | | | |
| 15B. CONTRACTOR/OFFEROR _____ (Signature of person authorized to sign) | | 15C. DATE SIGNED | | 16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer) | | 16C. DATE SIGNED 26-Oct-2005 | |

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been added by full text:

AMENDMENT 0016 TEXT

SUMMARY OF CHANGES

A list of questions and responses are attached and made a part hereof.

A new Section L is attached with includes the Compliance Matrix (L.4.2), which is required to be submitted by all offerors/tenders and a clarification to L.9.2. These current changes are highlighted in **bold** print.

Question: Should Line Items 0005-0006 be included in our overall contract total for this Bid?

Answer: **Yes**

Question: These numbers total \$4,000,000.000 by itself. So what is let for us to bid on for this contract?

Answer: **The total for the base year for line items 0005 and 0006 are \$2,125,000, which is a combination of 0005AA, 0005AB, 0006AA, and 0006AB.**

Question: What is the total amount of time for the phase-in 3months or 6months? –

Answer: **Six months. Please refer to Section F, Contract Period, which indicates, “The first 180 days of the contract will include the phase-in period. In accordance with the OMB Circular No. A-76 (May 29, 2003), the phase-in period shall not count against the contract performance period.**

Question: Is the Firm Fixed Price the part of Schedule B that each Bidder is being looked at for this contract?

Answer: **The Firm Fixed Price part of Schedule B is only one part of the solicitation being evaluated. Scheduled B will be evaluated in it's entirety during Technical evaluation in accordance with criteria established in the PWS, Section L, Section M, and other portions of the solicitation.**

Question: Is our Base year totals to include the phase-in totals or are they to stand alone as a line item by its self?

Answer: **Phase in totals will be included in the total amount of the proposal.**

Question: The Line item numbers in the revised Section B, Bid Schedule does not necessary match up with the corresponding numbers on the previous bid Schedule, are the Item numbers suppose to match?

Answer: **No - you are to delete any previous Section B, Bid Schedule and use the schedule listed in Amendment 0015, Dated 03 October 2005.**

Question: For items that are unscheduled there is a min/max of 40,000.00- 2,000,000.00, do we assume that those are the numbers to use?

Answer: **The only unscheduled work that will be bid is based on the revised Bid Schedule (per Amendment 0015) is Level II (Bid Item 0004). Level III (Bid Item 0006) is IDIQ and is provided as guidance for the number of large jobs. Bid Item 0004 requires offeror/stenders to enter a fixed price bid based on a block of work orders (1600 at Vicksburg, 400 at Hanover). Work load data in TE-2 provides the offeror/tender a list of historical Level II work orders and man-hours each required. There are also summary tables that give total and average man-hours broken down by trade and overall numbers. The offeror/tender must figure his costs from this line item based on that data.**

Question: Item numbers 1004, 2004, 3004, 4004, 1004AA, 2004AA, 3004AA, 4004AA, 1004AB, 2004AB, 3004AB, and 4004AB are not listed in Vol. 1 Section B, but are in the revised Section B, Why is that?

Answer: **You are to delete any previous Section B, Bid Schedule and use the schedule listed in Amendment 0015, dated 03 October 2005. What action should we take to answer? You should prepare your bid proposal on the Section B, Bid Schedule listed in Amendment 0015, dated 03 October 2005.**

SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

The following have been modified:

INSTRUCTIONS TO OFFERORS-A76

INSTRUCTIONS TO OFFERORS

L.1 COMPETITIVE SOURCING AND OMB CIRCULAR A-76 COMPLIANCE

L.1.1 Competitive Sourcing. This solicitation is part of a Competitive Sourcing Study conducted under the Office of Management and Budget (OMB) Circular A-76 (Revised) dated May 29, 2003, to determine whether accomplishing the specified work is the best value to the Government if performed by a private sector Service Provider under a contract or by Government performance through the Most Efficient Organization (MEO) via a Letter of Obligation.

L.1.2 Agency Tender. The Agency Tender is the agency's response to the solicitation. The Agency Tender Official (ATO) shall develop an Agency Tender that responds to the requirements of the solicitation, including section L (Instructions, Conditions, and Notices to Offerors or Respondents) and section M (Evaluation Factors for Award). In addition to the requirements of the solicitation, the Agency Tender shall include the following (a) an MEO; (b) a certified agency cost estimate developed in accordance with OMB Circular A-76, Attachment C (the agency's cost proposal) (this will include Section B, Bidding Schedule, for cost analysis purposes); (c) the MEO's Quality Control Plan; (d) the MEO's Phase-In Plan; and (e) copies of any existing, awarded MEO subcontracts (with the private sector providers' proprietary information redacted). The ATO shall provide the certified Agency Tender in a sealed package to the Contracting Officer by the solicitation closing date.

L.1.3 Agency Cost Estimate. The ATO shall develop and certify the agency cost estimate (the agency's cost proposal) in accordance with OMB Circular A-76, Attachment C, using the COMPARE costing software. The ATO shall not make changes to the agency cost estimate except as provided in paragraph, "Changes to the Agency Tender," below.

L.1.4 Changes to the Agency Tender. After the solicitation closing date, only the ATO may make changes to the Agency Tender, and such changes shall only be in response to the following (a) a solicitation amendment issued in accordance with the FAR; (b) the Contracting Officer's request for final proposal revisions to offers and tenders in accordance with FAR 15.307; (c) official changes to the standard cost factors identified in OMB Circular A-76, Attachment C; (d) version upgrades to the COMPARE costing software issued by the Department of Defense; or (e) resolution of a contest challenging a performance decision as provided by this attachment. The Contracting Officer shall retain documentation regarding any changes to the Agency Tender as part of the competition file and in a form suitable for audit.

L.1.5 Submission of the Agency Tender. The ATO shall deliver the Agency Tender to the Contracting Officer in a sealed package by the solicitation closing date. If the ATO does not anticipate submitting the Agency Tender to the Contracting Officer by the solicitation closing date, the ATO shall notify the Contracting Officer as soon as

possible before the solicitation closing date. The Contracting Officer, in consultation with the Competitive Sourcing Official, shall determine if amending the solicitation closing date is in the best interest of the Government.

L.2 General Information.

L.2.1 The source selection process will be conducted utilizing source selection procedures. Offers will be evaluated using the criteria under Section M, "Factors to be Evaluated." Noncompliance with the RFP requirements will raise serious questions regarding an offeror's performance and may be grounds to eliminate the proposal from further consideration for tentative contract award.

L.2.2 The Offer. The offer as defined by FAR 2.101 includes both the written submission and oral presentation. The submission of the documentation specified below and the oral presentation to the Government Source Selection Evaluation Board (SSEB) will constitute the offeror's acceptance of the terms and conditions of the RFP, concurrence with the Performance Work Statement, and the proposed firm fixed price/time and material portion of the award. The offeror includes the private sector offeror, public reimbursable tender, and Agency Tender, unless otherwise specified.

L.2.3 These instructions prescribe the format for the proposal and describe the approach for the development and presentation of proposal data. These instructions are designed to ensure the submission of necessary information to provide for the understanding and comprehensive evaluation of proposals.

L.2.4 It is the Government's intention to award without discussions. Offerors are encouraged to present their best technical and price proposals in their initial proposal submission. If the Contracting Officer perceives that an offer or tender is materially deficient, the Contracting Officer shall ensure that the offeror ATO, or public reimbursable tender official receives a deficiency notice. The Contracting Officer shall afford the offeror, ATO, or public reimbursable tender official a specific number of days (to be identified in the notification of deficiency) to address the material deficiency and, if necessary, to revise and recertify the tender or offer.

L.2.5 Offers shall consist of five (5) separate proposal volumes: Cost, Management, Technical, Past Performance and Experience. However, per OMB Circular A-76, Attachment B, the Agency Tender is not required to include a labor strike plan, licensing or other certifications, and past performance information with their proposal. The Agency Tender is also exempt from furnishing Past Experience in their proposal. The Agency Tender will, however, be required to submit Section B of this solicitation with their Agency Cost Estimate.

L.2.6 All solicitation amendments must be acknowledged in accordance with Section L, FAR 52.215-1, Instruction to Offerors-Competitive Acquisition.

L.3 ADVISORS:

L.3.1 Offerors are advised that employees of the firms identified below may serve as technical advisors to the Source Selection Evaluation Board in the source selection process. These individuals will be authorized access to only those portions of the proposal data and discussions that are necessary to enable them to perform their respective duties. Such firms are expressly prohibited from competing on this acquisition and from rating and ranking of proposals or recommending the selection of a source.

- a. Logistics Management Institute (LMI), 2000 Corporate Ridge, McLean, VA 22101-7805,
- b. Interactive Technologies Group, Inc. (ITG), 4440 North Brady Street, Davenport, IA 52609-1690
- c. Cline-Morin Associates, Inc., 11 Stockton Street, Huntsville, AL 35806-5203, Phone: 256-679-6703, POC Denise Cline

L.3.2 In accomplishing their duties related to the source selection process, the aforementioned firms may require access to propriety information contained in the offeror's proposals. Therefore, pursuant to FAR 9.505-4, these firms must execute an agreement with each offeror that states that they will (1) protect the offeror's information from unauthorized use or disclosure for as long as it remains proprietary and (2) refrain from using the

information for any purpose other than that for which it is furnished. To expedite the evaluation process, each offeror must contact the above companies to effect execution of such an agreement prior to submission of proposals. Each offeror shall submit copies of the agreement with their proposal.

L.3.3 Additionally, representatives from these firms have been retained to assist the U.S. Army Corps of Engineers in planning and implementing the A-76 Competitive Sourcing program for this competition. Each of these entities and their subcontractors are precluded from working with prospective service providers on their submissions for this A76 competition.

PROPOSAL PREPARATION INSTRUCTIONS

L.4 GENERAL PROPOSAL INFORMATION

Comprehensive responses to the requirements of this Request for Proposal (RFP) are necessary to enable the Government to evaluate the offeror's understanding of, capability and approaches to accomplish the stated requirements. The offeror shall provide sufficient detail to substantiate the validity of all stated assertions. General statements that the offeror understands the problem and can or will comply with the requirements of the RFP will be considered inadequate. Clarity and completeness are essential. Data not submitted with the proposal, but submitted previously, or presumed to be known (i.e., previous projects performed for the Government) cannot be considered as part of the proposal. All solicitation amendments must be acknowledged in accordance with Section L, FAR 52.215-1, Instructions to Offerors – Competitive Acquisitions. The proposal shall be submitted in five (5) volumes as follows:

| VOL | TITLE | HARD COPIES | DISC/ CD ROM | PAGE LIMITATION |
|-----|------------------|----------------------|-----------------|-----------------------------|
| I | COST/CONTRACT | Original + three (3) | 1 | No Page Limitation |
| II | MANAGEMENT | Original + four (4) | 1 | 50 pages, excluding resumes |
| III | TECHNICAL | Original + four (4) | 1 | 150 page limitation |
| IV | PAST PERFORMANCE | Original + four (4) | 0 | No Page Limitation |
| V | EXPERIENCE | Original + four (4) | 0 | No Page Limitation |

L.4.1. Proposal Format: Each volume of the proposal shall be submitted in three ring binders (Management, Technical, Past Performance, and Experience volumes can be combined in one 3-ring binder as long as they are tabbed for each evaluation factor) and organized and formatted as stated so that an extensive search of the proposal is not necessary to perform an evaluation. Each volume of the proposal shall also contain a separate "Table of Contents" that identifies all paragraphs and subparagraphs covered within that volume of the proposal by paragraph and subparagraph number, title and by page number, a list of tables, figures, etc. Electronic copy of the Cost/Contract Volume shall be submitted on a CD-ROM using either Microsoft Word and/or Excel. The Cost Disks shall not be in "read only" format and any spreadsheets shall be unlinked as to allow for adjusting during the cost realism analysis. No worksheets shall be hidden. All disks shall be virus checked prior to submission. Replacement disks/CD ROMs may be required to update the final proposal resulting from communications, if any. Electronic copies for the Management and Technical volumes shall be submitted on a CD ROM using the Microsoft Office Suite of Word, Excel, and/or Power Point, as applicable. If there is a discrepancy between the written proposal and the CD ROM, the written proposal takes precedence. Information not in its appropriate volume and not appropriately referenced may be assumed to have been omitted. Cost/Contract information shall not be included in the Technical/Management Proposals and the proposal shall not exceed the specified length regardless of the reason. All text shall be single spaced and printed black on white paper (black on white requirement does not apply to graphics, photos, etc., company stationary and logo's are acceptable). The offeror shall not submit verbatim sections of the appendices to this solicitation as part of their proposal. Cross-references should be utilized to preclude unnecessary duplication of data between sections.

L.4.2 Compliance Matrix: Offerors (to include Agency Tender) are instructed to submit a completed Compliance Matrix, following the example below, in sufficient detail to facilitate the Source Selection

Authority (SSA) evaluation process. The completed compliance matrix does not count in the page limitations and the entire matrix should be inserted in the front of each volume of the offeror or Agency Tender submission. The compliance matrix should be completed to Level Two (C.1.23)

| Volume and Section | CLIN | PWS Paragraph | Section L | Section M | Proposal Vol., Page Number, Paragraph Number |
|--|-------------|--|------------------|---------------------------------------|---|
| Volume I The Contract Pricing Proposal | All | All | L.5 | (e) Cost Factor | |
| Volume II Management Proposal | 0002 | All | L.6 | (b) Management Factor | |
| Program Management | 0003 | All | L.6.6.1 | (b)(1) and (2) | |
| Key Personnel Qualifications | 0004 | All | L.6.6.2 | (b)(3) | |
| Volume III Technical Proposal | 0005 | All | L.7 | (a) Technical Factor | |
| Vol. III - Tab A Exceptions / Assumptions | 0006 | All | | (a)(1), (2), (3), (4), and (5) | |
| Vol. III - Tab B Phase-In Plan | 0001 | C.1.23, C.1.6.4.6, C.1.6.6, C.1.7.5, C.1.7.6, C.1.8.5, C.1.8.7, C.2, C.3.3.1, C.3.8, C.5.5.2.2.3.2, C.5.5.3.3.4 | | (a)(1) | |
| Vol. III - Tab C Quality Control Plan | 0002 | C.1.4.1, C.1.9, C.2 | | (a)(5) | |
| Vol. III - Tab D Technical Approach including Staffing Plan | 0003 | All | | (a)(2), (3), and (4) | |
| Volume IV Past Performance | 0004 | All | L.8 | (c) Past Performance | |
| Volume V Experience | 0005 | All | L.9 | (d) Experience | |
| | 0006 | | | | |

L.4.3 Proposal Limitation: The proposal shall not exceed the limits stated above. If the page limits are exceeded, the pages in excess of the limit shall be removed and returned, unread, to the offeror. The Government will not accept any changes to the contractor's proposal after the closing date of the solicitation (See FAR 15.208 for further information regarding late proposals).

L.4.4 Page Limit Includes: All appendices, charts, graphs, diagrams, tables, photographs, drawing, etc.

L.4.5 Page Limit Does Not Include: Resumes, covers for volumes, tables of contents, indices, title pages, cross-reference indices, and section dividers/tables if they are inserted solely to provide ease to the reader in locating

parts/sections of the proposal. They will be counted if they contain any other information, i.e., diagrams, extraneous data, etc. Pages marked "This page intentionally left blank" will not be counted.

L.4.6 What Counts as a Page: Pages containing text shall be typewritten, on 8-1/2 x 11" paper; however, in case drawings or other graphics are submitted, they should be reduced only to extent legibility is not lost. Fold-outs will be counted as the appropriate number of pages based on an 8-1/2 x 11" sheet of paper. A page printed on both sides will be counted as two pages. Submissions shall be Microsoft Word format, minimum of twelve (12) point font and one (1) inch margins. The offeror shall number each page in order to eliminate any confusion. In the event the offeror creates an ambiguity in their numbering of the pages, the Government may exercise its own discretion in counting pages.

L.4.7 Exceptions/Assumptions. If the offeror finds it necessary to take exception to any of the requirements specified in this solicitation, clearly indicate each such exception in the appropriate volume along with a complete explanation of why the exception was taken and what benefit accrues to the Government. All substantive exceptions to the solicitation requirements (Sections A through M) and supporting rationale shall be identified as such and consolidated into an overview section of the subject volume. An overview section is only required if the offeror takes exception to any requirement in the solicitation. In the event the offeror takes no exception to the stated requirements, a statement to this effect shall be included in the subject volume.

L.5 VOLUME 1 - THE CONTRACT PRICING PROPOSAL

L.5.1 General: The offeror shall provide the following information: a completed SF-33, Section B, Section K, and all data required by this solicitation and additional data that would be supportive to the Cost Evaluation Team in making the assessments of cost realism, completeness, and reasonableness set forth in Section M. The cost portion of this volume shall contain the offeror's escalated estimated costs and profit to successfully complete the proposed work identified in the RFP and delineated in the offeror's proposal. The Agency Tender shall submit the Standard Competition Form (SCF) in lieu of the SF-33. The Agency Tender shall acknowledge all amendments in writing. The Agency Tender is exempted from submitting Section K.

L.5.1.1 Common costs are specific costs identified in the solicitation that will be incurred by the government regardless of the provider (private sector, public reimbursable, or agency). Common costs identified for this solicitation are the items specified in:

- Technical Exhibit (TE) -3, Government Furnished Equipment, Software, and Facilities (Note: The SP is expected to provide management, maintenance, and repair on TE-3 items.)
- C.3.2., Government-Furnished Facilities to include the Government performed maintenance and repair, utilities, and provide custodial and refuse services commensurate with the normal workforce service provided at that facility. The SP is responsible, with Government pre-approval, for any facility modifications to real property.
- C.3.3., Government-Furnished Accountable Property to include equipment, ADPE, and vehicles listed in TE-3. (Note: The SP shall be liable for loss of or damage to items in C.3.3 beyond fair wear and tear.)
- C.3.4., Government-Furnished Non-Accountable/Expendable Property (Note: The SP is expected to replace lost, stolen, damaged or normal wear and tear replacement tools with ones of equal quality and value.
- C.3.5., Government-Furnished Computer Hardware and Software to include computer hardware, application software, and operating system software.
- C.3.7., Government-Furnished Services as stated in the PWS and TE-3.

L.5.1.2 The figures shall be presented with all out-years prices/costs escalated to the offeror's satisfaction. Under fixed-price contracts, offerors cannot propose higher Non-Exempt wages than provided in the base year of the contract for option or "out-years". Offerors may propose higher out-year wages for exempt employees under fixed-price. In lieu of this instruction, the Agency Tender shall explain its reasoning for Line 1, Personnel Cost records designated Economic Price Adjustment as Yes or No.

L.5.1.3 Offerors shall ensure that no pricing information is displayed in the Management, Technical, Past Performance, and Experience Volumes.

L.5.1.4 The Cost Proposal has no page limitation; however, our goal is to keep the Cost Proposal to as low a page count as necessary for offerors to satisfy the cost evaluation requirements. All final monetary extensions shall be in whole dollars only.

AGENCY TENDER COST ESTIMATE: - The Agency Tender Cost Estimate (ACE) shall provide the following documents in support of its ACE developed in COMPARE.

- Certified Standard Competition Form
- Electronic COMPARE file with the password provided
- Printed COMPARE records for each entry for SCF Lines 1, 2, 3, 4, and 5, if used, and the Competitive File Characteristics record.
- Printed COMPARE file Tables 1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, 13, 14, 15, and 16.
- Sufficient explanations and sources of information to support the contracting officer determination of cost realism.

L.5.1.5 The Cost/Contract Volume shall be organized as follows and contain the identified information:

TAB A, Exceptions/Assumptions - Identification and explanation of any exceptions or deviations. Any assumptions used in the proposal preparation must be identified.

TAB B, SF-33 – The SF 33 shall be submitted fully completed. The offeror is cautioned that the SF-33 must contain an original signature in block 17 of the form. The offeror shall acknowledge any amendments to the RFP in accordance with the instructions on the SF-33. The Agency Tender shall submit the SCF in lieu of the SF-33.

TAB C, Section B (Supplies or Services and Price/Costs) – SECTION B shall be submitted fully completed and error free. It shall contain the offeror's costs for the established Contract Line Items (CLINS) and SubCLINS set forth in that section. The offeror is cautioned to complete all blanks to identify any CLIN not priced as "Not Separately Priced" or "N/A" as applicable.

TAB D: The Agency Tender and Private Reimbursable Tender are exempt from this requirement. To comply with Section 8014 of the Fiscal Year 2005 Department of Defense Appropriations Act (PL 108-287, August 5, 2004), the U.S. Army Corps of Engineers (USACE) will evaluate prospective offerors as follows: The ratio of health-care costs to direct labor costs will be adjusted upward, if necessary, so that the ratio equals the 5.5% health-benefit factor applicable to an agency or public reimbursable tender under OMB Circular A-76 (see Section H, Special Contract Requirement, Limitation on Conversion to Contractor Performance). USACE will make the adjustment only for purposes of complying with Section 8014, but if a contract is awarded, the contract will be awarded at the proposed price, rather than the adjusted price. The private sector offeror shall provide a breakout as follows:

Total Direct Labor Costs \$ _____

Total Health Coverage Costs for Direct Labor \$ _____

As an example to show how this will be evaluated:

The Cost Evaluation Committee will compute the ratio and adjusted price for purpose of evaluation as shown below:

Total Direct Labor Costs: \$1,000,000

Total Health Coverage Costs for Direct Labor: \$ 20,000

Compute the percentage ($\$20,000/\$1,000,000 \times 100 = 2\%$)

Adjustment $(5.5\% - 2.0\% = 3.5\%) (\$1,000,000 \times 0.035 - \$35,000) (\$20,000 = \$35,000 = \$55,000)$

Adjusted price for purpose of evaluation $(\$1,000,000 + \$55,000 = \$1,055,000)$

TAB E, Section K (Representatives, Certifications, and Other Statements of Offerors) – The offeror shall ensure that Section K is submitted thoroughly completed with all blocks in each certification/representation completed truthfully and completely. The Agency Tender is exempt from submitting Section K.

TAB F, Disclosure of Potential Conflict of Interest - The Agency Tender Official is excluded from submittal of this requirement. Offerors or their subcontractors, who are providing services to the installations directly, or in support of an element of ERDC, or through a subcontractor, need to identify the following:

- Contract Purchase Order or IMPAC purchase for the services.
- Government POC and phone number/email address
- Any disqualification or organizational conflict of interest provision included in a current contract that could affect participation in this acquisition.
- Company POC and phone number/email address.
- Brief description of services.

L.6 VOLUME II - MANAGEMENT PROPOSAL (THIS VOLUME SHALL NOT CONTAIN ANY COST DATA)

L.6.1 The Management Volume will be presented to the Government in the form of an Oral Presentation to the Source Selection Evaluation Board (SSEB). The only written documentation submitted for this volume is the resumes (or certified position descriptions for the Most Efficient Organization (MEO) and slides to be used in the Oral Presentation. The resumes are excluded from the 50-page count for this volume. The hardcopy of the slides submitted may contain notes at the bottom of each slide, providing additional information regarding the content to be briefed. Notes must be contained on the same slide and may not continue on any additional pages. The Oral Presentation slide package shall be submitted with the offeror's proposal and is subject to the provisions of FAR Clause 52.215-1, Instruction to Offerors. The package shall include a listing of the names, firms, and position titles of all presenters. Emphasis should be placed on readability and substance versus style. The Government will not accept for evaluation any additional documentation (such as procedures manuals, administrative handbooks or guides, etc.), which may or may not have been referenced during the presentation. The Government will videotape each offeror's presentation. One copy of the videotape will be provided to the offeror.

L.6.2 Government personnel attending the Oral Presentation will consist of the Contracting Officer, other contracting office staff, as necessary, and members of the SSEB. Only voting members of the SSEB will evaluate and rate the presentations.

L.6.3 Schedule for presentation. Presentations will be scheduled as soon as practicable after the closing date for receipt of proposals. Offerors will be given a minimum of one (1) week notice prior to commencement of their presentation. The order in which offerors will make their presentations to the Source Selection Evaluation Board will be determined by a lottery drawing by the Contracting Officer after receipt of proposals. Once notified of their scheduled presentation date and time, offerors shall complete their presentations on the scheduled date and time. Requests from offerors to reschedule their presentations will not be entertained, and no rescheduling of presentations will be done unless determined necessary by the Government to resolve unanticipated problems or delays encountered in the presentation process. The Government reserves the right to reschedule any offeror's presentation at the discretion of the Contracting Officer.

L.6.4 Form of Presentations. Offerors will make their Oral Presentations in person to the Source Selection Evaluation Board. Submission of videotapes, viewgraphs, or other forms of media containing the presentation for evaluation in lieu of an Oral Presentation is not authorized, and such proposals shall be rejected. The Government will provide a screen suitable for projecting slides or overhead transparencies, etc., a flip chart pad, easel, and markers. The offeror is responsible for providing, setting up and removing any equipment used for the presentation

that is not specified herein. The offeror shall arrive at the presentation site in sufficient time to accommodate any set-up required.

L.6.5 Time Allowed for Presentations. Each offeror will have a maximum of three (3) hours in which to make its presentation to the Source Selection Evaluation Board. The three (3) hour time frame is inclusive of contractor introductions and presentation. Government requests for clarification will occur at the end of the presentation. The time for Government clarifications will not be included in the two hour presentation time.

L.6.6 Documentation. The oral presentation slide package must be structured to provide an overview of the following:

L.6.6.1 Address program management by presenting an organizational chart and supporting rationale portraying your business structure and proposed organization for managing this requirement. Specifically discuss approaches/methods/innovations and how your management and organization structure represents the functional areas of the PWS. Presentation must define each organizational element, the direct lines of control, key personnel, responsibilities, functional relationships, the authority between the program management office and the contractor's other organizational elements, and policies and management methods to assure performance and responsiveness to the requirements of the PWS.

L.6.6.2 Key Personnel Qualifications. The oral presentation shall furnish the qualifications on the personnel identified by the offeror as "Key Personnel." (See Key Personnel provision in Section H). The qualifications submitted shall address at a minimum education, professional experience, specific experience, professional awards and other relevant activities and achievements. NOTE: The Agency Tender Official shall submit Position Descriptions only in lieu of resumes for each of its key positions. However, the Agency Tender Official may submit resumes subject to applicable federal laws. For each person proposed, the offeror shall provide the following additional information:

If the individual is being proposed for other positions in response to other solicitations;
If the individual is assigned to other major projects and how they will be made available for this effort;
If the individual, if not employed by the offeror at the time of the submittal, has given the offeror a firm commitment to accept the position, if the offeror is awarded the contract.

L.6.7 Offeror's Oral Presentation Team. Only members of the offeror's or subcontractor's in-house staff shall participate in the presentation. The only exception is that any individuals who are proposed to perform on the contract, such as the Program Manager, but who are not currently employed by the offeror/subcontractor, may participate in the presentation. For any portion of the work to be subcontracted out, members of the subcontractor's staff shall make that portion of the presentation relating to the work its firm will be performing. Within those constraints, offerors shall have the option of selecting the participants to make their firm's oral presentation to the Government Source Selection Evaluation Board.

L.6.8 Requests for Clarification of Oral Presentation Points.

L.6.8.1 Upon completion of the oral presentation, the Source Selection Evaluation Board will evaluate the presentation to determine areas that require clarification. The question and answer session will be to clarify any area of the Oral Presentation that is not clear to the Source Selection Evaluation Board. Neither the presentation nor any associated session will constitute negotiations within the meaning of FAR 15.306(d), will not obligate the Government to conduct discussions, or solicit/entertain revised offers. The Q&A session will be used to clarify any area of the oral presentation that is not clear to the Source Selection Evaluation Board (SSEB) members.

L.6.8.2 Offerors will have until 4:00p.m. E.T. on the 3rd business day following the conclusion of the oral presentation to submit further clarifications and responses to questions to the contract specialist listed on the front of the SF-33, block 10. The final submittal document must be signed by the offeror's principal members and be submitted in a clearly identified original hardcopy version (original plus four copies), and provided electronically on a CD-ROM. Submissions shall be in Microsoft Word format, minimum of twelve (12) point font and one (1) inch margins.

L.7 VOLUME III – TECHNICAL PROPOSAL (THIS VOLUME SHALL NOT CONTAIN ANY COST DATA)

L.7.1 The Technical Volume shall be organized and contain the following information.

TAB A, Exceptions/Assumptions - Identification and explanation of any exceptions or deviations. Any assumptions used in the proposal preparation must be identified.

TAB B, Phase-In Plan - A Phase-In Plan in accordance with PWS requirements shall be submitted for Government use in the offeror's evaluation. The Phase-In plan shall include details to minimize disruption and start-up requirements. The Phase-In plan shall consider recruiting, hiring, training, security limitations, and any other special considerations .

TAB C, Quality Control Plan - A Quality Control Plan, in accordance with the Quality Control Program listed in the PWS requirements shall be submitted for Government use in contractor evaluation. The Quality Control Plan shall describe the internal staffing and procedures that the prospective provider will use to meet the quality, quantity, timeliness, responsiveness, customer satisfaction, and other service delivery requirements in the PWS.

TAB D, Technical Approach including Staffing Plan - The offeror shall provide a Staffing Plan, without cost information, for the phase-in and performance periods (to include Option periods) that clearly depict the total number of productive man-hours and associated Full Time Equivalents (FTE's) for each proposed labor category. All cross utilization of the labor force shall be clearly explained and depicted.

L.7.2 The Technical Volume shall be in written format. It shall, at a minimum, be prepared in a form consistent with the Performance Work Statement (PWS) and the evaluation criteria for award set forth in Section M of this solicitation. *The offeror's proposal shall address task requirements to the fourth level of the WBS/PWS (i.e., offeror will address how they will perform the work in the PWS down to the fourth level of the WBS/PWS).* For example, offeror shall address task requirements down to C.5.4.5.1. Cross-references should be utilized to preclude unnecessary duplication of data between Sections and shall be so annotated. The volume shall be prepared in an orderly format and in sufficient detail to enable the Government to make a thorough evaluation of the offeror's technical competence and ability to comply with the contract task requirements specified in the PWS, including Contract Data Requirements List (CDRL) preparation and submission. The offeror shall address as specifically as possible the actual methodology you would use for accomplishing the PWS.

L.7.3 To facilitate evaluation, the Technical Volume shall be specific, detailed, and complete to clearly and fully demonstrate that the offeror has a thorough understanding of the requirements for the accomplishment of the effort. Statements that the offeror understands, can, or will comply with the PWS (including referenced publications, technical data, etc.); statements paraphrasing the PWS or parts thereof (including applicable publications, technical data, etc.); and phrases such as "standard procedures will be employed" or "well known techniques will be used," etc., will be considered unacceptable. Offerors should note that only data submitted with this proposal shall be considered. Therefore, such data should not be relied upon nor incorporated in the Technical Volume by reference.

L.7.4 The Technical Volume shall address how tasks in each functional area (except Quality Control – see below) of the PWS will be accomplished by addressing how you will be organized and staffed along with specifically describing how work will be scheduled (including use of any automated systems or workloading procedures), proposed work processes and outputs, process interfaces, innovations, assumptions of support, and cross-utilization training and plans. For depicting manpower, provide a staffing plan (manpower matrices) showing the proposed total overall manning by work years and labor category for each functional area and supervisory level. Separate sets of matrices are required for the basic contract period of performance and each of the option years.

L.7.5 For the Quality Control program, the technical volume shall explain the offeror's philosophy, methods, and techniques to ensure quality and consistency of effort in the performance of the PWS. The offeror

shall include details of the proposed quality control plan including training, inspection system, corrective measures, and documentation, including notifying the Government COR, within one business day, when a specific PWS performance standard is not met, why the performance standard was not met, corrective action taken, and how they will prevent future occurrences. Describe the organizational freedom to identify and evaluate quality problems/discrepancies, to provide recommended solutions, and ensure corrective action is taken. Provide manpower matrices for the Quality Control functional area. Matrices are required to show the proposed total overall manning by work years and labor category for the QC functional area. Separate sets of matrices are required for the basic contract period of performance and each of the option years.

L.8 VOLUME IV – PAST PERFORMANCE

L.8.1 Each offeror shall submit a past performance volume with its proposal by using the Past Performance Questionnaire included in Section J. The Agency Tender is excluded from this submission. Past performance will detail how well the offeror performed the job.

L.8.2 The offeror shall ensure that the documentation below is supplied by the evaluating agency to the Contracting Officer by solicitation closing date (it is the offeror's responsibility to follow up with the evaluating agency to ascertain if the required information has been forwarded prior to the established closing date).

L.8.2.1 The Past Performance Questionnaire attached in Section J shall be used. This questionnaire shall be forwarded to a minimum of three (3) agencies/companies for which the offeror has performed similar services (contracts of \$1,000,000 or more), preferably DPW, related operations, within the past thirty-six (36) months. Each significant subcontractor (subcontracts of \$500,000 or more) proposed for this effort shall also provide the past performance questionnaire from a minimum of three (3) references. The offeror shall inform each evaluator that the U.S. Army Corps of Engineers, Baltimore District shall use their response in the evaluation of Past Performance for solicitation W912DR-05-R-0002.

L.8.2.2 As additional data, the offeror shall provide the required information concerning termination actions. The information shall be submitted for ALL contracts it has had terminated, in whole or in part, for default during the past 3 years and any contracts which are currently in the process of such termination. This information is required for any contract, similar or not to the proposed effort. A copy of any cure notices or show cause letters received on each contract and a description of any corrective action by the offeror or proposed subcontractor shall be submitted.

L.8.2.3 The evaluating agency may submit the completed questionnaire by mail, electronic mail or facsimile transmission. All telefaxed or e-mailed transmissions must be forwarded by the evaluating activity. Confirmation that the transmission came from the evaluating agency must be obtainable. The telephone number of the telefaxed transmission or e-mail address will suffice as confirmation that the transmission was forwarded from the evaluating agency.

1. Mail transmittal. The completed questionnaire shall be returned to:

U.S. Army Engineer District, Baltimore
ATTN: W912DR-05-R-0002 (Ms. Cathey Robertson)
PO Box 1715, CENAB-CT
Baltimore, MD, 21203-1715

2. Electronic mail transmittals. The completed questionnaire may be e-mailed to: cathey.robertson@nab02.usace.army.mil

3. Faxed transmittals. The completed questionnaire may be submitted to:

US Army Engineer District, Baltimore
Telefax: (410) 962-2663

ATTN: W912DR-05-R-0002 (Ms. Cathey Robertson)

L.8.2.4 Offerors are reminded that both independent data and data provided by offeror's in their proposals may be used by the Government to evaluate offeror past performance. Since the Government may not necessarily interview all of the sources provided by the offerors, it is incumbent upon the offeror to explain the relevance of the data provided. The Government does not assume the duty to search for data to cure problems it finds in proposals. The burden of providing thorough and complete past performance information remains with the offerors. Proposals that do not contain the information requested by this paragraph risk rejection or a less than acceptable performance rating by the Government. In the case of an offeror without any relevant past performance history, past performance will be evaluated as "neutral." If the past performance information is negative, the contractor will be given an opportunity to provide rebuttal.

L.8.3 No submittals (mailed, e-mailed, or faxed) will be accepted directly from the offeror being evaluated. The offeror shall verify completion and submittal of the forms with the agencies/companies to which they provided the questionnaire.

L.8.4 All written comments will be taken into account and could affect the overall rating. The overall past performance evaluation is a subjective decision based on the whole of all data received. Offerors with no past performance who have participated in contracts of similar size and complexity may provide the equivalent information on company officials and/or personnel proposed for this action. If the offeror has no past performance, they will be rated as "neutral."

L.9 EXPERIENCE

L.9.1 Each offeror shall submit an experience volume with its proposal in accordance with the format contained in the below paragraphs with the exception of the Agency Tender, who is excluded from this submission. Experience will detail the offeror's relevant work.

L.9.2 The offeror shall include documentation regarding their relevant experience as it directly relates to the work being procured under this solicitation. The offeror **SHALL NOT** go back any farther than 36 months **from the solicitation issue** data. To illustrate the offeror's past experience, the following documentation shall be submitted to the location identified on the Standard Form 33 (responses are limited to two pages per contract):

L.9.2.1 The offeror shall provide documentation outlining the offeror's experience with contracts (minimum of three (3) contracts of \$1,000,000 or more as a prime or three (3) contracts of \$500,000 or more as a major subcontractor which is the same or similar in nature, size, and complexity to the work specified in the solicitation. The submittal shall include rationale on how it was determined that the work performed previously was the same or similar in nature, size, and complexity to the work specified by this solicitation. Non-Government contracts may be used if Government contracts are not available. The documentation shall be submitted in the following format:

- Contract Number, Award Date and Contract type.
- Price/Cost - original awarded AND final (or projected final, if contract is current).
- Delivery Schedule - original AND final (or projected final, if the contract is current).
- Address and telephone number for the Government (or commercial) procuring contracting activity AND contract administrative activity (if applicable).
- Name, telephone number, fax number and e-mail address for the following:
 - Procuring Contracting Officer (PCO)
 - Administrative Contracting Officer (ACO)
 - Government or commercial contracting activity technical representative or COR

L.9.2.3 Offerors may also submit data on prior contracts involving its officers and/or personnel proposed for this action. However, in addition to the other requirements in this section, the offeror shall discuss in detail the role performed by such persons in the prior contracts cited.

L.9.2.4 Offerors shall provide an outline of how the effort required by the solicitation will be assigned for performance within the proposed service provider's corporate entity and among proposed subcontractors. Information required in the above paragraphs shall be provided for each proposed subcontractor who will perform a significant portion of the effort. "Significant" is defined for these purposes in terms of estimated dollar amount of the subcontract (e.g., \$500,000 or more). With regard to prime contract assignments that will be performed by the prime service provider and not a proposed subcontractor, the prime service provider shall indicate:

- What internal corporate bodies/divisions will accomplish which portions of the effort?
- Whether or not those divisions were responsible for performance under the previous contracts cited for the instant proposal, and
- If those divisions have relocated since the accomplishment of previous cited contract efforts, a description of any changes arising from that relocation in terms of key personnel, facilities and equipment.

L.9.2.5 Offerors shall include in their proposal the written consent of these proposed significant subcontractors to allow the Government to discuss the subcontractor's experience evaluation with the offeror during any discussions. Subcontractors with no past experience who have participated in contracts of similar size and complexity may provide the equivalent information on company officials and/or personnel proposed for this action.

L.9.2.6 Offerors are reminded that both independent data and data provided by offeror's in their proposals may be used by the Government to evaluate offeror experience. Since the Government may not necessarily interview all of the sources provided by the offerors, it is incumbent upon the offeror to explain the relevance of the data provided. The Government does not assume the duty to search for data to cure problems it finds in proposals. The burden of providing thorough and complete experience information remains with the offerors. Proposals that do not contain the information requested by this paragraph risk rejection or a less than acceptable rating by the Government.

L.9.3 All written comments will be taken into account and could affect the overall rating. The overall experience evaluation is based on the whole of all data received.

(End of Summary of Changes)